



JON S. CORZINE  
Governor

## State of New Jersey

Office of Homeland Security and  
Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

RICHARD L. CAÑAS  
DIRECTOR

### NOTICE OF JOB VACANCY

**Posting Number:** 06-12WS

An opportunity currently exists in the Office of Homeland Security & Preparedness within the unclassified service for candidates who meet the minimum job requirements specified below:

**TITLE:** Fiscal Manager (Management Improvement Specialist 1)

**SALARY:** \$68,144.74 - \$97,328.68

**LOCATION:** Office of Homeland Security and Preparedness  
PO Box 091  
Trenton, NJ 08625

**DESCRIPTION OF JOB:** Under the direction of the Chief Administrative Officer, is responsible for managing all financial programs, including, but not limited to, budget preparation and allocation, accounts payable, procurement, grant monitoring, travel, training, bid proposals, waivers of advertising, confidential and petty cash accounts and asset tracking. Prepares detailed reports on spending plans, executive summaries, allocations, expenditures and projected funding needs. Processes financial transactions within the New Jersey Comprehensive Financial System. Authors routine and complex correspondence on a variety of fiscal matters to clarify programs, policies, procedures or regulations. Directs policy on procurement, travel, and training in accordance with Department of the Treasury Circular Letters and regulations. Formulates recommendations for executive staff for programs areas affected by legislations or regulatory amendment to maintain compliance. Supervises and mentors fiscal analysts through distribution of assignments, evaluation of completed duties and providing on-going guidance. Attends meetings and serves on committees as required. Interacts with all levels of staff and management to identify and/or clarify program requirements and to provide information on financial matters. Serves as a liaison to Department of the Treasury, Department of Law and Public Safety and other State and/or federal representatives as well as vendors to foster positive business relations and promote sharing of information.

#### **REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Five (5) years of professional administrative experience with a minimum of two (2) years in at least two (2) of the following fields; solving problems involving organizational or efficiency issues; the design of management information and control systems; the conduct of efficiency studies.

**NOTE:** Applicants who do not possess the required education may substitute the indicated experience on a year for year basis.

**NOTE:** A Master's degree in business administration, public administration, industrial engineering or related are may be substituted for one (1) year of the general experience.

If you are interested in the above position, please send a letter, or email, (including posting number) and resume to Anita Bogdan, Chief Administrative Officer, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or to [ohspresume@ohsp.state.nj.us](mailto:ohspresume@ohsp.state.nj.us)) no later than September 29, 2006.

This may be a lateral transfer / promotional opportunity depending on qualifications and experience of applicants.

This department is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.

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Chief Administrative Officer